

CON 100

Shaping Smart Business Arrangements

Personnel new to the contracting specialty will gain a comprehensive understanding of the environment in which they will serve. Students will develop professional skills for making business decisions and for advising other acquisition team members in successfully meeting customers' needs. Before beginning their study of technical knowledge and contracting procedures, students will learn about the different DoD mission areas and the procurement alternatives for each. Knowledge management and information systems will be introduced as well. Small group exercises will prepare the students to provide contracting support within the overarching business relationships of government and industry.

Objectives: Students who successfully complete this course will be able to:

- describe the acquisition/contracting mission and its impact on the American economic system;
- select training and development opportunities for career progression;
- describe the interdependence of functional team members;
- describe the importance of the oversight roles of the Government Accountability Office and the DoD Inspector General;
- explain the characteristics and responsibilities of the contracting professional in the role of a business advisor;
- explain the distinctive interests of both the buyer and seller and the role those interests play;
- determine the relationship between financial and acquisition communities and how fundamental financial principles and requirements are important;
- describe commercial acquisition and government-unique requirements of market research in identifying the best arrangements to meet mission requirements; and
- explain e-business and information technology in supporting business processes.

Who Should Attend: CON 100 is for personnel who are new to the contracting workforce.

Prerequisite: None

Length: 4 class days

Method of Delivery: Resident/Local

PDS Code: JHE



CON 110

Mission Support Planning

This course will introduce personnel new to the contracting field to their role as a business advisor in the acquisition process. It focuses on the students' role in understanding their customers' mission and their ability to plan successful mission-support strategies based upon their knowledge of the contracting environment and their customers' needs. Students will learn how to use the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS), conduct effective market research, develop alternative acquisition strategies, and understand how socioeconomic programs support the acquisition planning process.

Objectives: Students who successfully complete this course will be able to:

- identify key characteristics necessary to establish successful customer relationships;
- locate information in the FAR and DFARS;
- identify, select, and analyze sources and types of market research information available for a specific acquisition;
- identify factors to consider when developing an acquisition strategy and requirements documents;
- differentiate between various socioeconomic programs;
- differentiate between various methods of acquisition and contract types.

Who Should Attend: This course is designed for personnel new to the contracting workforce and noncontracting personnel who play a role in the acquisition process.

Prerequisite: None (CON 100 is desired before taking CON 110, CON 111, and CON 112. However, if it is more practical from a scheduling standpoint, students may take CON 110, CON 111, and CON 112 before completing CON 100.)

Length: This is a nonresident, self-paced course available through the Internet. Students must pass the final examination within 60 calendar days of the start date. The course consists of 8 lessons that could be completed in approximately 40 hours.

Method of Delivery: Distance Learning—See "Online Courses" on page 12



PDS Code: BEO